

RADIO & INTERCOM SYSTEMS LETTER OF REQUEST (LOR) CHECKLIST

The following Information should be provided when requesting the purchase of a radio or intercom system:

1. Is this a Sole Source Requirement? _____Yes _____No

If yes, please specify Manufacturer and Part Number(s) and enclose Sole Source request.

Manufacturer	Part Number	Quantity

2. Is this a standard Army radio or intercom? _____Yes _____No

If yes, please specify the National Stock Number (NSN), Nomenclature and Part Number.

NSN	Nomenclature	Part Number	Quantity

3. **RADIO SPECIFICATIONS** Check all that apply:

RADIO TYPE & FREQUENCY RANGE

RADIO TYPE	QUANTITY	FREQUENCY RANGE (HF, VHF, UHF)
Handheld		
Manpack		
Base Station		
Vehicle		
Vehicle Dismountable		

Specify desired operating frequency range: _____

Transmitting range (distance): _____

Transmit Power: _____ Receive Power: _____

Repeaters _____ Yes _____ No

For vehicle mounted radios, please answer the following:

Type of vehicle: _____

Are vehicles currently configured for communications? _____ Yes _____ No

If yes, please describe: _____

Installation Kit (IK) _____ Yes _____ No

IK design required: _____ Yes _____ No

If yes, please describe: _____

POWER REQUIREMENTS

AC _____ DC Power Supply _____ Battery _____

Vehicle _____ Generator _____

Power Output: _____

Other _____

ANTENNA REQUIREMENTS

Antenna Required _____ Yes _____ No

Specify Antenna type or special requirements _____

4. **INTERCOM REQUIREMENTS** Check all that apply:

Is a vehicle intercom required? _____Yes _____No

If yes, please specify:

Type of vehicle: _____

Number of crew stations: _____

Do any of the above vehicles incorporate a turret? ____Yes ____No

If yes, please specify:

Are vehicles currently configured for communications? ____Yes ____No

If yes, please describe: _____

IK design required: _____Yes _____No

If yes, please describe: _____

5. OTHER RADIO REQUIREMENTS Check all that apply:

Remote Operation: _____ Yes _____ No

Encryption (COMSEC): _____ Yes _____ No

If yes, type of encryption? _____

Embedded GPS _____ Yes _____ No

Frequency Hopping _____ Yes _____ No

Frequency Management _____ Yes _____ No

Key Management _____ Yes _____ No

Network Planning _____ Yes _____ No

Distribution Management _____ Yes _____ No

Communications Management System (CMS) _____ Yes _____ No

Core Communications Management System (CCMS) _____ Yes _____ No

Are there compatibility requirements with:

Existing equipment _____ Yes _____ No

Future planned equipment _____ Yes _____ No

International operations _____ Yes _____ No

Please specify:

Are there special environmental requirements? _____ Yes _____ No

Please specify:

Other requirements _____ Yes _____ No

Please specify:

6. **TOTAL PACKAGE APPROACH** Check all that apply:

MAINTENANCE:

Unit Level	_____Yes	_____No
Direct Support Sites	_____Yes	_____No
Depot Level	_____Yes	_____No
Repair and Return Program	_____Yes	_____No
Contractor Logistics Support	_____Yes	_____No
Spare Parts Operational	_____Yes	_____No
Spare Parts Depot	_____Yes	_____No
Repair and Return	_____Yes	_____No
Extended Warranty	_____Yes	_____No
How long?	_____	

INSTRUCTOR/KEY PERSONNEL (IKP) TRAINING:

IKP Operator	_____Yes	_____No
IKP Unit Level Maintenance	_____Yes	_____No
IKP Direct Support Level Maintenance	_____Yes	_____No
More Training Details:		

SITE SURVEY _____Yes _____No

FIELD SERVICE REPRESENTATIVE _____Yes _____No

How long? _____

